United Nations ST/IC/2009/11

Secretariat

6 February 2009

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 competitive examination for Russian interpreters**

1. The purpose of the present information circular is to invite applications to take the 2009 competitive examination for Russian interpreters from qualified external applicants and from staff members of the Secretariat at the P-3 level and below in accordance with the provisions of ST/AI/1998/7.

2. A competitive examination for Russian interpreters will tentatively be held on **23 June 2009** in New York, Geneva, Moscow and other locations, according to the number and location of qualified applicants invited to take the examination and the availability of necessary technical equipment. The purpose of the examination is to establish a roster from which present and future vacancies for Russian interpreters will be filled.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements and to qualified external applicants. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or a special mission are considered external applicants for the purpose of this examination. Staff members who are successful and are selected for inclusion in the roster will be assigned to fill vacancies for Russian interpreter posts as they occur in New York, Geneva, Vienna and Nairobi. Assignments are subject to rotation and interpreters may thereafter be called upon to serve at other duty stations according to the needs of the Organization. Interpreters are expected to serve **a minimum of five years** in a language post. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 12 to 14 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have Russian as their main language;[1]

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* Expiration date of the present information circular: 31 December 2009.

[1] "Main language" should be understood to be the language into which the applicant is best able to interpret. Applicants' claims to Russian as their main language must be supported by relevant documentation in their official status file.

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(b) Have a perfect command of Russian and an excellent knowledge of English and French or English and Spanish. The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that applicants' claims to knowledge of official languages are supported by relevant documentation in their official status file. For this purpose, staff members should attach to their application either a photocopy of a diploma or certificate from a language school or a brief explanation in their P.11 or personal history profile (PHP) form of how they acquired their claimed knowledge of the language. Staff members are advised to submit photocopies, not originals, of such documentation. Applicants may be required to submit evidence of degrees, knowledge of languages and/or relevant experience prior to convocation;

(c) Hold a degree from a university or institution of equivalent status at which Russian is the language of instruction. Having a diploma or an equivalent qualification from a recognized Russian school of interpretation in which at least one full academic year is devoted to interpretation or, alternatively, having 200 days of experience as a conference interpreter or 200 days of work experience in the field of translation, editing, verbatim reporting or related fields, will be an asset.

5. The requirement for a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is Russian, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. In order to meet the Organization's needs to recruit staff for language posts who will serve for a reasonable period of time before reaching retirement age, staff members who do not serve on 100-series appointments and who have reached their fifty-sixth birthday by the deadline for submission of applications, **8 May 2009**, will not be admitted to sit for the examination. There is no age limit for full-time staff members serving on 100-series appointments.

7. All applications will be reviewed by the Board of Examiners. If a large number of applications is received, the Board reserves the right to admit to the examination only the most qualified applicants based on a review of qualifications that are over and above the minimum criteria set out in paragraph 4. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

8. The examination will consist of two parts:

(a) Simultaneous interpretation into Russian from recordings of three speeches delivered in English (approximately 5 to 10 minutes per recording); and

(b) Simultaneous interpretation into Russian from recordings of three speeches delivered in French (approximately 5 to 10 minutes per recording) or simultaneous interpretation into Russian from recordings of three speeches delivered in Spanish (approximately 5 to 10 minutes per recording).

9. On the basis of the results of the examination, the Board of Examiners will invite selected examinees to a competency-based interview. The Board will interview each examinee to assess whether he or she possesses the competencies

required for the position and willingness to serve at any duty station, adaptability to the prevailing working conditions in the Russian Interpretation Section and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, examinees who are invited for an interview should **not** assume that they will be offered an assignment.

10. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. When vacancies occur, successful candidates will be recruited from the roster, subject to the requirements of the Interpretation Service in terms of expertise and language combinations. All examinees admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results.

11. Successful candidates who receive an offer of appointment are expected to accept it.

12. Staff members selected to fill vacancies will be assigned as Russian interpreters for a trial period of two years. Staff members at the P-1 level or below will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels.

13. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department for General Assembly and Conference Management and the Office of Human Resources Management will be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their interpretation functions at the P-3 level. Staff members who do not complete the trial period successfully will be reassigned to a post at their previous level and the special post allowance, if any, will be discontinued.

14. In order to service meetings of the Security Council and the General Assembly, interpreters are often called upon to work outside normal working hours, including weekends and holidays.

15. Staff members applying for the examination should complete the attached form and submit it, together with a copy of their P.11 or PHP form, **not later than 8 May 2009**, to:

2009 Competitive Examination for Russian Interpreters
Examinations and Tests Section
Strategic Planning and Staffing Division
Office of Human Resources Management
Room S-2575
United Nations Secretariat
New York, NY 10017
Fax No.: (212) 963 3683
E-mail: OHRM_exam@un.org

Applications may be sent by e-mail, facsimile or mail. To the extent possible, applicants are strongly encouraged to submit their applications early and, preferably, by e-mail or facsimile rather than by mail.

16. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to send their applications directly to the Examinations and Tests Section through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 8 May 2009, the deadline for receipt of applications in the Examinations and Tests Section.

17. Applications that are incomplete (without the P.11 or PHP form and language diplomas, if required) or are received after the above deadline will not be considered.

Application for the 2009 competitive examination for Russian interpreters (for staff members of the United Nations only)

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/Office: _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax No. _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)?: _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please submit an up-to-date P.11 form or, preferably, a personal history profile form and attach it to this application. Describe your work experience as a Russian interpreter, translator, editor or verbatim reporter, giving dates, length of time and name(s) of the organization(s) for which you worked.

Incomplete applications will not be considered.

Which language combination are you applying for:

Russian and

☐ **French** ☐ **Spanish**

I certify that the information I have provided above is correct to the best of my knowledge and belief.

I have read information circular ST/IC/2009/11 and I understand that, if I am successful in the 2009 competitive examination for Russian interpreters and am recommended for inclusion in the roster, my assignment as a Russian interpreter will be subject to my acceptance of the conditions of service indicated in paragraphs 3 and 12 to 14 of the circular.

Date _____ Signature _____
(When applying by e-mail, type the date and your name above.)

Notes

[a] "Main language" should be understood to be the language in which the applicant is best able to interpret. Applicants' claims to Russian as their main language must be supported by relevant documentation in their official status files.